## Uploading claims to MATH Web Portal with 3<sup>rd</sup> party billing software.

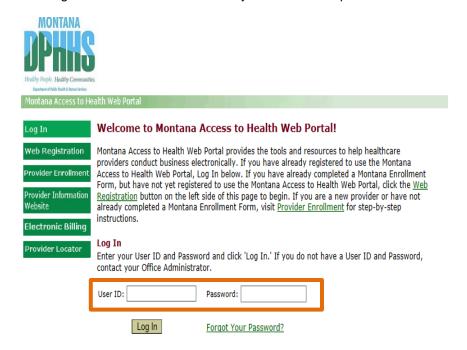
The electronic claim files must be X12 (HIPAA) compliant. You cannot upload a file larger than 100MB (megabytes) in size.

If they are not, or you are having trouble uploading the files, please contact your billing software provider to ensure the X12 files have been enabled. Xerox is unable to service or assist with these programs.

Providers must enroll with EDI in order to bill through MATH. Please <u>click here</u> for electronic billing set up.

To upload an X12 compliant file to the web portal for Claims Submission please follow these steps:

1. Log in to the MATH website with your user id and password.



2. Choose your organization and submit



3. Choose upload files



Navigate to any of the functions in the Web portal by clicking the following links or by using the top navigation bar. For information about each function, click the corresponding column header. Click on 'My Profile,' located in the 'My Access' section, to display your current Montana Access to Health Web Portal profile. You will be able to perform only those tasks allowed by the user privileges assigned to you.

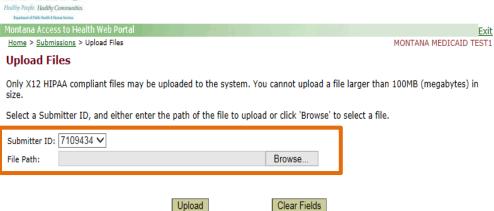


**ATTENTION PROVIDERS:** The Electronic Health Record link has been added to allow you to view your patients' claims medical history. If you need this access and do not have it, please contact your office administrator. E-prescribing is now available. Please contact your office administrator to add prescribing rights to your user account.

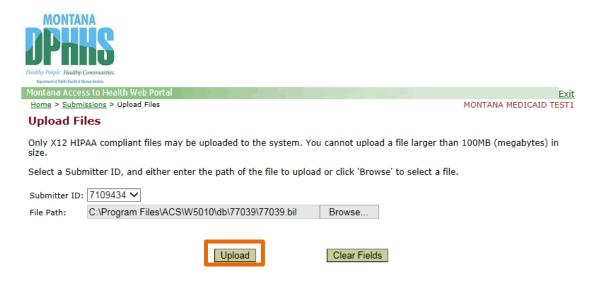
You've logged into the organization displayed under the navigation bar on the right. This organization will be used to determine the Provider Number and Submitter IDs you can use for your transactions (i.e., Inquiries, Submissions and Retrievals). To change this organization, click 'Change Organization' and follow the instructions.

4. Choose your submitter id from the drop down menu. Enter the path of the file or click 'Browse' to select a file.





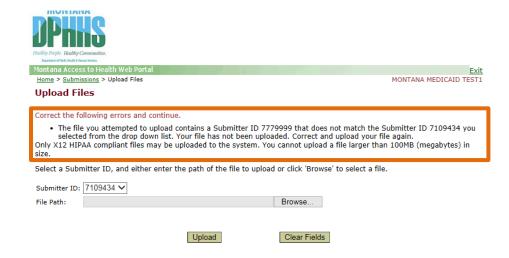
5. Click upload



6. You should receive an error message immediately if there is something wrong with the data submitted:

Correct the following errors and continue.

 The file you attempted to upload contains a Submitter ID 7779999 that does not match the Submitter ID 7109434 you selected from the drop down list. Your file has not been uploaded. Correct and upload your file again.



Or a message indicating successful submission.

The following file has been successfully uploaded:

